

LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)

Office of Purchasing and Contracts
P.O. Box 1687, Lakeland Florida 33802

AMENDMENT OF SOLICITATION

1. SOLICITATION No. 14-002	2. AMENDMENT No. 1	3. EFFECTIVE DATE: 11/18/2013
4. ISSUED BY: Lisa Harris, Contracts Specialist Direct Dial: (863) 327-1314 Email: LHarris@ridecitrus.com		5. NUMBER OF PAGES: 2
6. REVISED SUBMISSION DUE DATE AND TIME: The submission due date and time is changed as follows: DATE AND TIME: No Change		
7. AMENDMENT OF SOLICITATION: The solicitation identified in Block 1, is hereby amended as described in Block 10. Except as provided herein, all other provisions of the solicitation, as hereto amended, shall remain unchanged and in full force and effect.		
8. REQUIREMENT TO ACKNOWLEDGE AMENDMENT: Failure of an offeror to acknowledge receipt of this amendment may result in offer rejection. Offeror must acknowledge receipt of this amendment prior to the deadline specified in the solicitation for receipt of offers and by one of the following methods: A. By signing Block 9 and returning this amendment to the District with your Proposal; B. By separate letter or e-mail which includes a reference to this solicitation and amendment numbers.		
9. OFFEROR'S ACKNOWLEDGEMENT OF AMENDEMENT: Name & Title: _____ Signature: _____ Offeror: _____ Date: ____/____/____		
10. DESCRIPTION OF AMENDMENT: The following modifications are hereby made to the solicitation document: A. Replace Section 2.4 A, Daily Tasks/Service, item 5 with the following: 5) Entrance glass doors and adjacent windows, interior glass doors, partition glass, and mirrors shall be cleaned each visit. All other interior glass surfaces and exterior glass surfaces shall be cleaned as outlined below and should be performed simultaneously with the cleaning of blinds associated with each individual window. B. Replace Section 2.4 C, Quarterly Tasks/Service, item 1 with the following: 1) All Interior window surfaces and associated blinds shall be cleaned at least quarterly, more often if necessary. C. Replace Section 2.4 D, Annual Tasks/Service, item 1 with the following: 1) All Exterior window surfaces shall be cleaned at least annually, more often if necessary. D. All changes to the solicitation are referenced in paragraph A and B with edits marked in red. E. Attached to this amendment are Questions and Clarification. Responses to questions are provided as a courtesy and do not "modify" the solicitation. [END]		

RFP 14-002 Janitorial Services

Questions and Clarifications

November 14, 2013

1. **Question:** Please clarify interior vs. exterior windows in Section 2 – Statement of Work.

Response: See Amendment 1, Block 10, A, B, and C.

- Under Daily Tasks, interior glass shall include partition glass.
- Under Quarterly Tasks, interior windows shall encompass “all interior window surfaces”
- Under Annual Tasks, exterior windows shall encompass “all exterior window surfaces”

2. **Question:** Are firms required to be at the terminal for the duration of time allocated to perform services or is the work simply to be completed sometime during the allotted timeframe?

Response: Firms shall allocate staff as needed to complete the tasks assigned within the timeframe allotted. Firm's staff is not required to remain at the location upon service completion. However, a request to perform service during a time frame other than that stated in section 2 of the solicitation, would require written authorization by the Project Manager and acknowledgment by the Contract Administrator.

3. **Question:** What is the reason behind the 5:00pm to 8:00 pm allocation of hours for the administration building?

Response: The service hours were selected as they are believed to be the least disruptive to staff. Additionally, service history indicates a staff of three would require 2 to 3 hours to complete the routine tasks as outlined in section 2 of the solicitation.

4. **Question:** There was mention of a responsibility and financial review to be conducted of the intended awardee; what specifically would you be looking for in the financial review.

Response: The financial review is to ensure that the intended awardee possesses the financial stability to meet its monetary obligations and the ability to perform services over the duration of the contract. This may be demonstrated through a review of the intended awardee's financial statements (balance sheet, income statement, statement of cash flows), bank records, Dun & Bradstreet report, financial questionnaire, etc.

[END]